



AmeriCorps National position description

Local Habitat organization	Habitat for Humanity of Summit County
Host site manager	Rochelle Sibbio
Direct supervisor	HFHSC Site Supervisor
Length of term of service	<input checked="" type="checkbox"/> Full time for 10 ½ months <input type="checkbox"/> Full time for 6 months <input type="checkbox"/> Part time for 10 ½ months
Service week (days/times)	Tuesday – Saturday 7:30am – 4:00pm
Is a personal vehicle required for service?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will member be actively building on the construction site at least one day per week?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Construction crew leader

Site Assistant

The construction crew leader plays an integral part in building and repairing homes. They assist HFHSC's construction site supervisors in leading groups of skilled and unskilled volunteers and homeowners in construction activities while maintaining a safe, efficient work environment, thus developing, and enhancing their volunteer management and construction skills.

Service activities

- Assist with all aspects of hands-on construction tasks including, but not limited to, demolition, site prep, framing, insulation, drywall, flooring, roofing, finish carpentry and landscaping.
- Projects may include new construction, rehabilitation, critical home repair and weatherization projects.
- Lead small groups of volunteers and facilitate safe and positive experiences for everyone working on site.
- Maintain site safety by adhering to Habitat construction safety policies, modeling best practices and guidelines, volunteer instruction and site monitoring.

AmeriCorps members may not perform prohibited activities as outlined in [45 CFR §2520.65](#) nor may they supplement, duplicate, or displace staff members in place at the host site.

Member development

Minimum expectations are outlined in the member development guidance, which will be available during the interview process, with the understanding that further trainings may be required, as determined by the host site, Habitat for

Humanity International or our federal funder. AmeriCorps National members' training may not exceed 20% of their aggregate hours.

Experience, knowledge, and skills

Minimum requirements

- AmeriCorps members must be a U.S. citizen, national or lawful permanent resident.
- AmeriCorps members must be at least 18 or older.
- AmeriCorps members must have a high school diploma or GED.
- AmeriCorps members may have recurring access to vulnerable populations and must satisfy the National Service Criminal History Check eligibility criteria.

Preferred qualifications

- Knowledge of and willingness to promote the mission and activities of Habitat for Humanity International and AmeriCorps.
- Ability to work with a diverse group of people.
- Strong verbal communication skills.
- Experience working with volunteers, instructing individuals, or facilitating groups.
- Experience working as a member of a team.
- Basic experience with Microsoft Office Suite, especially Word and Excel.
- Current valid driver's license and a clean driving record.
- Ability to drive large pickup trucks (or willingness to learn).

Physical requirements

- Ability to be on one's feet for extended periods of time, often on rough and uneven terrain.
- Ability to lift at least 50 pounds on a regular basis.
- Ability to work on ladders and heights up to two stories.
- Ability to work in varying weather conditions. (Sites are often not heated during winter and not air-conditioned during summer.)

Service site environment

Service site is an active construction site, often with rough and uneven terrain. Members will serve both indoors and outdoors during all types of weather. Construction tools will be provided. Members will have access to a shared computer station in the Habitat organization office to check service-related email and complete timesheets and reporting.